

**MIDTOWN ALEXANDRIA STATION CONDOMINIUM ASSOCIATION**  
**ADMINISTRATIVE RESOLUTION NO: 08-01**  
**SOCIAL COMMITTEE CHARTER**

Establishing the structure and responsibilities of the Social Committee

**WHEREAS**, Article 3, Section 3.1 of the Bylaws states that "The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act or the condominium instruments required to be exercised and done by the Association;" and

**WHEREAS**, Article III, Section 3.1(6) of the Bylaws provides that the Board shall have the power to adopt rules and regulations; and

**WHEREAS**, the Board recognizes that a positive social program is essential to the success of the Association and wishes to establish a standing Committee to carry out such a social program.

**NOW, THEREFORE, THE BOARD RESOLVES THAT** a Social Committee be established consisting of three (3) to five (5) individuals, having the following terms of reference:

**RESPONSIBILITY**

The primary responsibility of the Social Committee is to advise and assist the Board in developing and conducting a community recreational and social activities program reflecting the various age groups and interests represented in the community. In fulfilling its responsibility, the Social Committee shall perform functions, which include, but are not necessarily limited to, the following:

- A. Proposing, and if approved by the Board, arranging for and conducting parties, social events and programs focused around the amenities and common elements.
- B. Proposing, and if approved by the Board, arranging for various outings to concerts, theaters, museums or exhibits, festivals, sports events, etc.
- C. Proposing, and if approved by the Board, arranging for various presentations by persons within or outside of the community to members of the community, such as educational lectures; travel logs; arts and crafts; etc.
- D. Submitting a one-year proposal for activities, estimated expenses, and source of income for Board approval. The Committee must seek Board approval for all other activities not included in the one-year proposal.

## **II. ELIGIBILITY**

- A. All committee members must be property owners in good standing or tenants of units where the property owners is in good standing. Good standing shall be defined as the absence of any liens, privilege suspension, assessment delinquency, architectural or covenants violation, or pending legal action with the Association.
- B. A member shall not serve on more than one committee at a time.

## **III. NUMBER OF MEMBERS & LENGTH OF TERM**

- A. The Board of Directors shall appoint between three (3) to five (5) members to the Social Committee. The Social Committee shall not operate with less than two (2) members in the event of multiple resignations from the Committee. There may only be one voting member on the Social Committee from any one unit in the Association.
- B. The Committee members shall be appointed to one-year terms. Members appointed to fill vacancies that occur during the year shall serve out the remainder of the term of the committee member they are replacing. In the absence of any action by the Board to appoint a successor, terms shall automatically renew.

## **IV. APPOINTMENT**

- A. The initial members of the Social Committee shall be appointed by a majority vote of the Board of Directors. Thereafter, beginning with the first annual meeting that occurs at least one year from the date of appointment of the initial members of the Committee, the Board of Directors will make committee appointments each year at the Annual Meeting for terms beginning on the first day of the month following the annual meeting. The Board of Directors may make additional appointments, via a majority vote, throughout the year if vacancies occur.
- B. Recruitment of candidates may be done through the newsletter, announcement at the Annual Meeting or by any other means deemed appropriate by the Board. The Board of Directors will strive to ensure that members from varying house types and locations within the Association are represented on its committees. Social Committee vacancies shall be publicized at least once in the Association newsletter and on the Association website, to the extent there is one, prior to being filled.
- C. Owners and/or resident interested in being appointed must submit their written request for appointment to the Managing Agent. Committee members in good standing are eligible for reappointment.
- D. Once the Managing Agent determines that an owner is eligible to be appointed, the Managing Agent shall forward a copy of the written request to the committee Chairperson.



- E. The Committee may make recommendations to the Board on the appointment of eligible Committee members.
- F. Following receipt of the Committee's recommendation, the Board shall, in its sole discretion, appoint persons to serve on the Social Committee to fill any existing vacancy. Any person appointed to the Social Committee to fill a vacancy created by the removal or resignation of a committee member shall serve the remainder of the predecessor member's term.
- G. No owner shall continue to serve as a Social Committee member if such owner is more than sixty (60) days delinquent in meeting financial obligations of the Association.
- H. If the Chairperson believes that an eligible owner who has requested appointment should not be appointed or that a sitting Social Committee member should be removed for reasons other than failure to attend three (3) consecutive meetings, then the Social Committee Chairperson shall submit the matter for consideration by the Board of Directors at its next regularly scheduled meeting.
- I. Social Committee members will be provided a copy of this Charter with a reasonable period of time following their appointment.

#### **V. REMOVAL**

- A. The Board of Directors may remove any Committee member, with or without cause upon three (3) days written notice.
- B. The Committee may make recommendations to the Board of Directors regarding the removal of Committee members upon a majority vote of the Committee.
- C. With the consent of the Board, a Committee member may be removed, upon written notice from the committee chairperson, for failure to attend three consecutive committee meetings.

#### **VI. COMMITTEE OFFICERS**

- A. The Board shall appoint the Chairperson of the Social Committee, whose term as Chair shall be one year. Members of the committee may make recommendations to the Board of Directors for the appointment of a Chairperson. Other officers of the committee may be elected by the committee membership. At a minimum, the Committee shall elect a Secretary who shall be responsible for recording accurate minutes of the committee's meetings and submitting them to the Managing Agent, in a timely manner, for inclusion in the monthly Board meeting package. Minutes shall include a record of the date, time and place of each meeting. Minutes shall also include a record of committee member attendance and all votes of the committee.

- B. The Chairperson, or the committee member who is his or her designee, shall be responsible for chairing meetings of the committee.

## VII. MEETINGS

- A. The Social Committee shall meet on a monthly basis. The Social Committee shall publish an annual calendar of meetings. All Social Committee meetings shall be open to owners and be held at a recognized place of the Association.
- B. The Chairperson may call special meetings of the Social Committee upon three (3) business days notice provided that notice is provided to the Social Committee members stating the purpose of the meeting. Advanced notice of a special meeting is deemed waived if consented to by all members of the Social Committee or if all members of the Social Committee are present at such special meeting.
- C. A quorum of members must be present in order to convene a meeting or conduct business. A quorum shall be present if the majority of the current committee members are present at any regularly scheduled or special committee meeting. If the committee is unable to convene a meeting due to lack of a quorum, the committee Chairperson may do one of the following:
1. Reschedule the meeting; or
  2. Adjourn the meeting to the next regularly scheduled meeting date.
- D. The vote of a majority of Social Committee members present at a meeting with a quorum present shall constitute the decision of the committee. All voting shall be conducted in open session.
- E. The committee Chairperson shall designate a time period on each meeting agenda for resident input.
- F. Minutes shall be taken at every meeting. Minutes shall show attendance, issues raised, votes cast by each member present, and any decisions made by the Social Committee.
- G. Minutes shall be forwarded to the Managing Agent at least one week prior to the monthly Board meeting if possible for inclusion in the monthly report to the Board of Directors. Approved meeting minutes will be kept on file for review by owners.
- H. Committee and subcommittee members shall not use inappropriate language or verbal tone during their debate of the issues. Any actions (including physical gestures or body language) or comments designed to insult, demean, or attack the personal character of any member of the committee, subcommittee, the committee or subcommittee as an entity or any person in attendance shall be strictly prohibited. Committee and subcommittee members owe a special duty of civility to the Association's membership.

and shall be particularly courteous to the individual members at all times during official functions of the Association.

#### **VIII. DUTIES OF THE CHAIR**

The duties of the Chairperson shall include, but may not be limited to the following:

- A. Develop the annual meeting calendar;
- B. Prepare meeting agendas;
- C. Preside over meetings;
- D. Provide each committee member an opportunity for input;
- E. Ensure committee members and those attending the meeting are treated fairly and with respect, including when necessary ordering offending members or other attendees to leave the committee meeting;
- F. Assign committee members tasks as necessary;
- G. Submit meeting minutes to the Board of Directors as stipulated above;
- H. Serve as the liaison to the Board and represent the Social Committee to the Board on any matters;
- I. Serve as the liaison to the Managing Agent and represent the Social Committee at any meetings with the Managing Agent;
- J. Ensure that the Social Committee is performing duties as detailed in this resolution and requested by the Board of Directors.

#### **IX. COMMUNICATIONS**


- A. In the interest of ensuring strong communications between the Board of Directors and the Social Committee, it is expected that a Social member, will attend each regularly scheduled business meeting of the Board of Directors. The Committee representative will present committee recommendations, update the Board on the status of pending Committee tasks, request assistance from the Board, as needed, and answer any questions the Board may have regarding Committee assignments.
- B. It is expected that the Committee will communicate its activities to the membership periodically through the newsletter, the website, and other communication vehicles of the association.



- C. It is expected that the committee will communicate its activities to the membership periodically through the newsletter and/or internet website and other communication vehicles of the association.

Enacted this 21<sup>st</sup> day of April, 2008.

THE MIDTOWN ALEXANDRIA STATION  
CONDOMINIUM ASSOCIATION

By   
President